

Open: 08/08/05 - 8:30 AM

Close: 08/18/05 – 5:00 PM



CITY OF MIAMI BEACH

ANNOUNCEMENT OF OPEN COMPETITIVE CIVIL SERVICE POSITION



CLERK TYPIST

\$969.78 - \$1,265.34 BIWEEKLY

Date and time of Written Test: Tuesday August 30th at 9:30 AM * (arrive early – see note)
Place of Written Test: Miami Beach Convention Center - Hall C, Room 125
***NOTE: You must arrive no later than 9:15 AM with a picture ID**

Typing Test: Wednesday September 7th – Time to be announced
Place of Typing Test: “Old” City Hall, 1130 Washington Avenue (near Police Station), 3rd
Floor

NATURE OF WORK: Responsible and varied clerical work which involves moderately complex work methods and procedures and requires proficiency in the use of the word processor and/or typewriter.

MINIMUM REQUIREMENTS:

1. Six (6) months full-time verifiable public contact experience.
2. Type 40 correct words per minute (based on departmental needs with 30 correct words per minute as the minimum requirement).

EXAMINATION:

PART I - Written Test may include general knowledge and abilities such as following instructions, math, public/employee relations, comparative observation, and grammar.

PART II - Pass/Fail Typing Test. NOTE: You must pass Part I written test to qualify for Part II Typing Test.

This position is represented by: C.W.A. (Communications Workers of America)

Apply IN PERSON Monday - Thursday 8:30AM - 5:00PM
Job Hotline (305) 673-7777 www.miamibeachfl.gov

CITY OF MIAMI BEACH, CITY HALL
1700 Convention Center Drive
Human Resources Department, 3rd Floor
Miami Beach, FL 33139

CLASS NO.- **2109**
CS NO. - **0569CO**

EOE/AA/ADA/VET PREF